

USAG STUTTGART – HOUSING DIVISION

AFH Furnishings Authorizations – Customer Request Form

Customer Rank & Name: _____ SSN: _____ - _____ - _____ DATE: _____

Phone Numbers: Work: _____ Home: _____ Cell: _____

Local Home Address (not CMR): _____ ZIP/City: _____

Unit: _____ Family Size: _____ Number of Bedrooms: _____

EMAIL: _____

A. Issue	Initial	Temp Loan	Exchange/Damage	Moving	Leaving
(Circle all applicable items)					
B. Turn-In	Initial	Temp Loan	Exchange/Damage	Moving	Leaving

QTY	Furnishings Item	Authorization	LOANER MIL	CIV LOAN
	Bed, Double: Slat	1 EA per Dwelling	1	1
	Mattress, Double: HDFM	1 EA per Bed Double: Slat	1	1
	Cover, Mattress: Double	1 EA per Mattress Double: HDFM	1	1
	Bed, Single: Slat	1 EA per Family Member	◀	◀
	Mattress, Single HDFM	1 EA per Bed, Single: Slat	◀	◀
	Cover, Mattress: Single	1 EA per Mattress, Single: HDFM	◀	◀
	Chair Dining: w/o Arms	Minimum 4 EA per Dining Table (depending on family size)	6	6
	Chair, Easy	2 EA per Dwelling	2	2
	Chest of Drawers or Dresser	1 EA per Family Member but not more than 3 pieces	◀	◀
	Sofa (Davenport)	1 EA per Dwelling	1	1
	Table, Coffee	1 EA per Dwelling	1	1
	Table, Dining	1 EA per Dwelling	1	1
	Table, End	2 EA per Dwelling	2	2
	Table, Night	1 EA per Family Member or Authorized Individual	◀	◀
	Permanent Issue Items	Authorization (Private Rental Only)		
	Wardrobe	1 EA Per Individual + 1 Per Household **	◀	◀
	Cabinet, Kitchen	3 EA 1 door Kitchen Cabinet Per Dwelling ** (based on family size not to exceed 6 EA)	◀	◀
	Range	1 EA per Dwelling	1	1
	Refrigerator	1 EA per Dwelling	1	1
	Dishwasher	1 EA per Dwelling	1	1
	Washing Machine	1 EA per Dwelling EURO	1	1
	Dryer	1 EA per Dwelling EURO	1	1
	Rack for stackable Washer & Dryer	1 EA per Dwelling		

NOTES:

Occupants will provide a copy of transportation documents to the Housing Office and comply with AR 420-1, para 3-69 g. & h. (see reverse)
 The Garrison will ensure that military customers only receive authorized furniture to replace items in Government non-temporary storage.
 Customers authorized Loaner Furniture may retain a maximum of 90 days inbound or 60 days outbound (except for "Permanent Issue" items)
Contractor personnel and civilians who are not authorized LQA are not eligible for housing furniture support.

**** Kitchen Cabinets and Wardrobes are not authorized if they exist in assigned quarters.**

◀ An arrow indicates what a person will receive by authorization.

DELIVERY/TURN-IN DATE: _____ COUNSELOR: _____

(Circle one)

DELIVERY/TURN-IN is scheduled between the hours of _____ - _____ hrs. (for Appliances between _____ - _____ hrs)



THE TRANSFER OF FURNITURE REQUIRES PRIOR HOUSING APPROVAL!
APPLIANCES MUST BE MOVED BY THE APPLIANCE CONTRACTOR!



By my signature, I acknowledge that I may only have one government delivery and one turn-in per tour.

CUSTOMER SIGNATURE: _____ DATE: _____

Housing Office Telephone Numbers: DSN: 431-2458/ or 2228 or Civ: 07031-15-2458 / or 2228 Fax: DSN: 431-2470 or Civ: 07031-15-2470

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g. Furniture for other than full Joint Federal Travel Regulations overseas areas.

(1) Government furniture may be procured for Government-controlled housing and for private rental housing occupied by eligible personnel. This would depend upon determining whether it is more advantageous for the Government to provide furniture instead of shipping personal furniture. Final determination is based on overall economy, equity, and personal preference of eligible military personnel and civilian employees.

(2) Where Government furniture is provided, the shipment weight of personal furniture to and from the area is limited. An increase in an individual's administrative weight restriction may be authorized where there is a shortage of Government furniture.

(3) Where Government furniture is not provided, procurement of furniture is restricted to the provisions of paragraph f, above. However, where not built-in, free standing wardrobes and kitchen cabinets will be provided in economy housing occupied by eligible personnel (see CTA 50-909).

(4) All personnel entitled to the shipment of HHG are authorized furniture on a temporary loan basis while their HHG are in transit.

h. Furniture for elective JFTR (USAREUR only).

(1) For USAREUR, Soldiers may elect to ship any portion of their personally-owned furnishings, except household appliances, up to their full weight allowance at Government expense.

(2) Where the elective JFTR policy is in force, the Government will supplement households with furnishings to compensate for furnishings that were not shipped. This support will be provided on a first-come-first-serve basis to the extent stock status permits.

(3) In those collocated areas where a Service other than the Army is host, however, the furnishings policies of the host Service will prevail.

(4) This policy (elective JFTR) will be subject to periodic review.

This account was transferred from:

to:

Name

Name

SSN

SSN

Date

Counselor